

**AmeriCorps Member  
Service Opportunity  
Full-Time Position  
1700 hours in 10 months**



Kalamazoo Valley Community College and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Community Engagement Coordinator. The candidate will ideally begin service on October 1, 2016 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2017.

**ORGANIZATION BACKGROUNDS**

Kalamazoo Valley Community College is an accredited two-year public postsecondary educational institution, committed to enriching the lives of our students and communities through quality educational programs and services. The Food Innovation Center (FIC) at Kalamazoo Valley Community College is part of the Bronson Healthy Living Campus (BHLC). The BHLC will provide the next generation of food, agriculture, natural resources, and healthcare leaders with the skills necessary to address the interrelated issues of nutrition, health, and sustainability. Programs currently include a Culinary Arts degree focused on sustainability and health; Nursing and Allied Health certifications, a therapeutic nutrition training program for medical practitioners and their patients, and a Food Safety Training Center of Excellence. All are focused on job skills training and economic development. The Food Innovation Center hosts an urban farm and food hub and will be a “living lab” venue for training/educational programs in food and agriculture as well as a convening point for community-based food systems initiatives. The Kalamazoo Valley Museum (KVM) is operated by the Kalamazoo Valley Community College with a separate, dedicated millage. Its mandate is to provide cultural, historical and scientific literacy through innovative exhibits, and educational programs. The KVM has free general admission and attracts over 100,000 visitors each year. Recognizing a shared commitment to community development through education, KVM and the FIC are building a strong partnership based on shared/collaborative programming, most notably a series of community meetings, including an annual Foodways Symposium that will be piloted in Spring 2017, aimed at fostering greater community engagement in issues surrounding the history, culture and economies of Southwest Michigan foodways. A desired outcome of the symposia is to inspire inclusive, collaborative projects that lead to economic development in our region’s food system.

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

Working directly with the Director of Sustainable and Innovative Food Systems at the FIC, in collaboration with the Assistant Director for Educational Services at KVM, AmeriCorps Member will:

- Create and implement a volunteer engagement and retention plan that supports educational activities at KVM and FIC and broadens the racial/socioeconomic diversity of a volunteer pool to reflect diversity in Kalamazoo Community.
  - Assess volunteer needs at KVM and FIC, especially those needed for collaborative efforts between the two departments.
  - Conduct outreach to recruit and retain volunteers.

**MEMBER INITIALS & DATE:** \_\_\_\_\_

**LISC PD APPROVAL:**

**SMR Approved**

- Create and manage volunteer schedule and maintain an Access database for tracking hours and areas of service, coordinate training with FIC and KVM staff, establish volunteer recognition activities.
- Coordinate and evaluate a series of community meetings, culminating in a pilot Foodways Symposium, aimed at fostering collaborative efforts in the greater Kalamazoo food system, which lead to economic development and/or development of job/skills training programs for Kalamazoo area residents.
  - Conduct outreach to increase participation in meetings.
  - Attend meetings and events hosted by other organizations to solicit input on and participation in meetings.
  - Facilitate group activities at meetings; engage speakers or other facilitators
  - Coordinate a community assessment effort based on content of meetings and independent outreach; conduct and analyze pre- and post-meeting surveys / input forms

### **CAREER DEVELOPMENT AND SERVICE REQUIREMENTS**

Members perform day to day service at KVCC and are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a national leadership conference tentatively scheduled for March 2017;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;
- Actively participating in at least two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engaging in any other LISC events as determined by the local LISC office.

This is an AmeriCorps position. LISC and KVCC will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

### **DESIRED SKILLS**

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Ability to work independently and in a team environment
- Computer skills
- Good written and oral communication skills
- Ability to work a flexible schedule (some night and weekends may be required)

### **PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of a full-time education award
- Be eligible to perform a term of national service
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Have unexpired proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for a full 10 month period of time
- Be able to complete at least 1700 hours of service within the 10 months of service as well as serve the full term of the service

### **NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of

First Degree Murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application.

### **PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a \$5,775 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$15,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is highly encouraged. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

### **HOW TO APPLY:**

Applicants should send cover letter and resume to Rachel Bair, Director for Sustainable and Innovative Food Systems, via email to [rbair@kvcc.edu](mailto:rbair@kvcc.edu) with subject line: *LISC AmeriCorps Community Engagement Coordinator*.

*We promote equal opportunity in selecting AmeriCorps members.  
We are committed to diversity and inclusion in the selection process.*